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Approved For Release 1999/09/20 : CIA-RDP78-00991A000500010033-9

TO : Chief of Logistics

JAN 13 1955

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Production Report (continued item) -- As per instructions the Production Report is not included but will henceforth be submitted as a monthly statistical report. Because of necessary machine tabulation in our production report the cut-off date for the monthly report will be the next to the last Friday of each month.

2. PROJECTS

a. Renovation of Space for Motion Picture Facilities (continued item) -- The Chief, RE&C, advised that additional funds are being sought for remodeling the transformer room from the DD/A. In view of the certainty of obtaining the funds a work order to PBS has been prepared. PBS advises against amending the present contract but rather recommends submission of a new contract in view of the amount of money involved. This procedure should not lengthen the overall time estimate. In the meantime, the carpenters and plasterers continue with their work. A supplemental request is being forwarded to RE&C for additional acoustic tile on walls and ceilings to lower sound transmission to an acceptable level.

b. Securing the Large Press Room (continued item) -- It is our understanding that this contract has now been forwarded to the contractor for implementation.

c. Painting of Cafeteria (continued item) -- No change.

d. Repair of Front Door [REDACTED] (continued and completed) -- The front door has been repaired and is in good working condition. The building owner's representative has assured us that arrangements have been made to have this door inspected two or three times annually as a preventive maintenance measure.

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3. OTHER ITEMS OF INTEREST

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b. Rush Work (continued item) -- ORR has 13 reports in process; 1 advanced copy is at ORR for final approval and 2 were completed during the week. ORR has requested that one report of 116 pages be produced in 7 days. A determined attempt will be made to honor this request.

c. Printing of Supplemental Newspaper Clippings (continued item) -- RQM/OIS has set a tentative commencement date of 17 January 1955 for this program.

→ d. Dissemination of Agency Regulatory Issuances (continued item) -- In view of the time entailed in the preparation, coordination, and approval or disapproval of a staff study on "Initial Distribution", a proposal is being made to the Management Staff that on an emergency overtime basis P&RD will make initial distribution of Agency Regulatory Issuances. Final disposition of this problem will be made at such time as the overall "Initial Distribution" problem is solved.

e. [REDACTED] (continued item) -- No change.

STATSPEC

f. AFOIN Maps for OCI (continued item) -- Twelve maps of Series II and 12 maps of series III are being processed as a unit because of common bases for both series. There are eighty plates involved in these 24 maps. It is estimated they can be completed in approximately one week. It looks as if 4 or 5 more weeks will be necessary to complete this project for OCI.

25X1A g. NEA Support (continued item) -- Nothing further has been heard [REDACTED] on this project. A decision, as to whether this project will or will not be printed, will be requested in a follow-up.

25X1A h. OCD Support (new and complete) -- OCD has requested permission be granted to approximately 80 employees to visit the [REDACTED] Plant and observe the printing aspect of the Batch System.

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We believe such rapport is beneficial to all concerned and plans are being formulated to implement this request.

4. SPECIAL PROBLEMS

a. None.



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